



School Library Association

FIXED TERM ADVISORY LIBRARIAN

JOB DESCRIPTION

The Advisory Librarian is appointed by and responsible to the Management Team of the Association. While working closely with the Director and the Assistant Director the Advisory Librarian will have a great degree of autonomy and will take responsibility for managing her/his day-to-day workload. Main areas of responsibility will be in maintaining and developing the advisory service to Association members, in managing the SLA administration team, and in supporting the work of the Director.

Base SLA office, Swindon
Hours: 18.5 per week (Flexible Working Arrangements)
Salary: £25,437-£28,221 SCP 32-36 pro rata

LINE MANAGEMENT

The line manager for this post is the SLA Director.

SUMMARY OF RESPONSIBILITIES

ADVISORY SERVICE

- Responds to requests for advice from members of the SLA in the United Kingdom and overseas on all aspects of school library work and management. Queries may come by e-mail, phone, fax or letter
- Maintains and updates the collection of advisory and professional materials in the SLA office and on the SLA website, highlighted by members of the SLA Board, generating new material as necessary
- Provides an information service to non-members in various ways, including involvement in research projects, production of reports and assistance with programmes for overseas visitors

ADMINISTRATION

- Oversees the work of the SLA office to ensure the efficient provision of services to members.
- Manages office systems and supplies and supervises administrative staff, chairs regular staff meetings as required.
- In liaison with the Course Directors, Director and designated office staff supervises at the SLA office all administrative arrangements for the Association's Annual Weekend Course.
- In association with Director & Assistant Director arranges Board and Management Team meetings including venues, agendas, minutes and ballot admin.

PROMOTION ACTIVITIES

- In liaison with the Director & Assistant Director, arranges SLA attendance at appropriate conferences and exhibitions including staffing SLA stand at major trade shows, as required.

SUPPORT FOR DIRECTOR

- Provides professional support to the Director

- Carries out delegated professional tasks for the Director & Assistant Director as required
- Alerts the Director to new developments in education and school librarianship to assist in maintaining mutual current awareness
- Deputises for the Director when required and communicates with correspondents in his/her absence as agreed

HEALTH AND SAFETY

- Monitors changes and ensures compliance

OTHER DUTIES

- Hosts and runs SLA Training Courses as required
- Carries out any work required during the annual weekend course
- Work with Director, Assistant Director, Management Team and members of the SLA Board on initiatives to improve services to members
- Produces material for the School Librarian journal, and other journals and magazines as required.
- Maintains a current awareness of issues and developments in school libraries
- Undertakes such training as appropriate
- Undertakes other professional tasks as may from time to time be required

SLA WEBSITE

- Assisting with development and maintenance of the website ensuring currency and accuracy of information, including additions to Job Vacancies section
- Assisting with the SLA news weblog in liaison with the Director.

SLYA, INSPIRATION AWARD AND IBA

- Liaises with the Director to organise award ceremonies of various awards endorsed by the SLA.

PROFESSIONAL DEVELOPMENT

- Maintains current awareness of issues and developments in order to undertake sections 1-10 above
- Undertakes such training and courses as are appropriate to achieve this
- In addition uses journals, books, websites and other forms of information to maintain current awareness

HEALTH AND SAFETY

There is a responsibility for all staff to be aware of safe working practices and apply them at all times and to report any problems they encounter.

Any other reasonable duties as may occasionally be required by the association's Management Team.

The Advisory Librarian has to have a flexible approach in assisting with urgent demands and new projects. The Advisory Librarian is required, at times, to work alone in the office during office hours. It is therefore necessary to be prepared to deal with unexpected situations as and when they arise and without supervision. A flexible approach to hours worked will be required.